



SC Department of Health and Environmental Control  
Immunization Division

## 2015 - 2016 South Carolina State Vaccine Program Protocols

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***Refer to the Federal VFC Program Protocols. This document is an addendum to the Federal VFC Program Protocols document and is intended for providers who receive SC State vaccine and VFC vaccine.***

### **A. Initial Enrollment and Annual Re-Enrollment**

The South Carolina State Vaccine Program is a state funded program which allows for the purchase of vaccines that may be administered to *State eligible* children. In South Carolina, these vaccines are distributed, without charge, to provider sites that enroll in both the Federal Vaccines For Children (VFC) Program and the South Carolina State Vaccine Program.

Since 07/01/2011, the South Carolina Department of Health and Environmental Control (DHEC) Immunization Division has operated *two distinct vaccine programs*:

- VFC Program (Federal Vaccines For Children Program)
- SC State Vaccine Program

Providers must be enrolled in the VFC Program as a pre-requisite to enrollment in the SC State Vaccine Program. Providers may opt to participate in the VFC Program only or both the VFC and SC State vaccine programs. If a provider is initially enrolling and opts to participate in both programs, documents for both programs may be submitted to the Immunization Division together for processing.

The SC State Vaccine Program operation is conditional on the availability of state funding.

**Effective 06/15/2012, the Department of Health and Environmental Control (DHEC) immunization program began using an online system, called the *South Carolina Immunization Provider Access System (SCI PAS)* for initial enrollment and annual re-enrollment. This online system will also assists VFC providers to update information and receive timely communications from the Immunization Division.**

*Annual re-enrollment* is required to continue in the SC State Vaccine Program after initial enrollment. Annual re-enrollment will occur in March/April annually with an email notification to all VFC providers. **The enrollment forms must be completed and submitted in SCI PAS VFC Enrollment System within 45 days after the enrollment period begins each year to avoid any interruption in receipt of vaccine. The Vaccine Coordinator and the electronic signature authority (ESA) may complete the VFC**

enrollment forms, however; only the ESA can submit the VFC enrollment application. The ESA must log into the SCI PAS VFC Enrollment System and submit the enrollment application. The provider site should print a copy of all enrollment forms from SCI PAS VFC Enrollment System and retain a *signed (electronic signature) copy* of the completed enrollment/re-enrollment for future reference. As the provider site updates information in SCI PAS VFC Enrollment System it is important for the provider site to keep the updated copy of enrollment forms for the VFC Compliance Site Visit.

To participate in the SC State Vaccine Program, each provider site must **complete** the following form in SCI PAS VFC Enrollment System: <https://www.scdhec.gov/SCIPAS/>

South Carolina State Vaccine Program Provider Agreement (DHEC 1230)

***PRACTICES WITH MULTIPLE SITES MUST ENROLL EACH SITE AS A SEPARATE STATE PROGRAM PROVIDER SITE.***

Additionally, each provider must **review** the following:

1. SC State Vaccine Protocol
2. Review and accept the vaccine forms specific to the SC State program
  - Vaccines for Children (VFC) Program Patient Eligibility Screening Record Form (DHEC 1146 or DHEC 1146D)

#### **B. Requirements to Participate in the SC State Vaccine Program**

By enrolling in the SC State Vaccine Program, the provider agrees that all the providers at the site will comply with the requirements to participate in the VFC Program (*see Section C of the VFC Program Protocols*). In addition, the provider agrees that all the providers at the site will comply with this SC State Vaccine Program Protocols, including the following:

- Will screen each non-VFC eligible child for State vaccine eligibility prior to administering State vaccine using the Vaccine For Children Patient Eligibility Screening Record Form (DHEC 1146 or 1146S);
- Will not administer State vaccine to ineligible children (insured children who do not meet the eligibility criteria for State vaccine noted in the DHEC 1146).
- Will not charge a vaccine administration fee to State eligible children that exceed the administration fee cap of \$ 20.16 per dose.
- Will not deny administration of a State vaccine to an established patient because the child's parent/guardian/individual of record is unable to pay the administration fee.

- Will not impose a charge to the patient for the cost of State vaccine. Additionally, the provider will not bill any insurance company or third party payor source for State vaccine.
- Will keep all vaccine stock separate in the vaccine storage unit (VFC, State, and Private).
- Will agree to participate in the VFC and State program compliance site visits, storage and handling unannounced visits, and other educational opportunities associated with the VFC and State program requirements.
- Will report to the South Carolina Immunization Registry as required by the S.C. Code Ann. § 44-29-40 and comply with the South Carolina Immunization Registry Regulation, S.C. Ann. Regs. 61-120 (Supp. 2013);
- Upon request, will make records pertaining to the State Vaccine Program available to the Immunization Division and/or other State and Federal agencies for review.

### C. **SC State Vaccine Program Eligibility Criteria**

#### **Screening and Documenting**

*Documentation of appropriate screening is critical to the VFC and SC State vaccine programs. Refer to the VFC Program Protocols Section D. VFC Eligibility.*

#### **Eligibility Criteria Categories**

Children from birth to 18 years of age who meet one or more of the following categories are eligible to receive SC State Vaccine Program vaccine:

#### **Non-VFC Eligible Children**

- 1) SC State Underinsured, served by Non-FQHC/RHC-must be enrolled in the South Carolina State Vaccine Program;

*SC State Vaccine Program Underinsured: These children are underinsured but are not eligible to receive federal vaccine through the VFC program because the provider or facility is not an FQHC/RHC or a deputized provider. However, these children may be served with state vaccine program vaccine to cover these non-VFC eligible children. Only providers enrolled in the SC State Vaccine Program are eligible to serve this population. You must have SC State Vaccine program vaccine stock prior to seeing this patient population.*

- 2) SC State Insured - provider must be enrolled in the South Carolina State Vaccine Program

*SC State Vaccine Program - Insured Hardship and Vaccine Caps: These children are considered insured and are not eligible for vaccines through the VFC program. However, these children may be served state vaccine program vaccine to cover these non-VFC eligible children. Insured Hardship is defined as "Health Insurance deductible is greater than \$500.00 per child or \$1,000.00 per family (Eligible for state vaccine only if the deductible has not been met and the*

*family cannot afford to pay for vaccine).” Vaccine Caps is defined as “Insured but coverage capped at certain amount and cap has been exceeded.” The Human Papillomavirus Vaccine is excluded from the SC State Vaccine Program. Only providers enrolled in the SC State Vaccine Program are eligible to serve this population. You must have SC State Vaccine program vaccine stock prior to seeing this patient population.*

***Funds are limited for the SC State Vaccine Program. It is essential that the provider determine eligibility and comply with the SC State Vaccine Program requirements.***

**D. Vaccine Inventory Management**

The requirements to participate in the SC State Vaccine program are the same as Section E. of the VFC Program Protocols including the following:

**E. Vaccine Storage Equipment**

The requirements to participate in the SC State Vaccine program are the same as Section F. of the VFC Program Protocols.

**F. Vaccine Management Storage and Handling Plans**

The requirements to participate in the SC State Vaccine program are the same as Section G. of the VFC Program Protocols.

**G. Vaccine Adverse Event Reporting System (VAERS)**

The requirements to participate in the SC State Vaccine program are the same as Section H. of the VFC Program Protocols.

**H. SC STATE Program Site Visits**

The requirements to participate in the SC State Vaccine program are the same as Section I. of the VFC Program Protocols.

**I. State Education Training Requirement:**

The requirements to participate in the SC State Vaccine program are the same as Section J. of the VFC Program Protocols.

**J. Non-Compliance with VFC Program Protocols**

The requirements to participate in the SC State Vaccine program are the same as Section K. of the VFC Program Protocols.

**K. Inactivation/Termination in the SC State Vaccine Program**

The requirements to become inactive in the SC State Vaccine program are the same as Section L. of the VFC Program Protocols.